



**Department of Housing and Community Development**

**January 31, 2007**

**NOTIFICATION OF VACANCY**

**COMMUNITY DEVELOPMENT PROGRAM MANAGER    POSITION #00174**  
**(Program Administration Manager II)**

**LOCATION:**

**DHCD**  
**501 N. 2ND STREET**  
**RICHMOND, VA 23219**

**HIRING RANGE:**

**\$50,000 - \$65,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a strong organized individual to fill a Program Administration Manager position within our Project Manger Office (PMO). The selected individual will assure that the Community Development Block Grant (CDBG) and the Indoor Plumbing Rehabilitation (IPR) programs are implemented in a high quality manner that complies with federal and state regulations, while maximizing customer service and local government flexibility. This position is also responsible for assuring efficient and expeditious investment of public funds; supervision of approximately 8 employees; utilizing a Risk Management approach to assure that Community Representatives provide high quality technical assistance and customer service; implement and oversee a grants management system for CDBG and IPR; read and analyze all pertinent statutes, regulations and policy memoranda regarding CDBG.

**QUALIFICATIONS GUIDE:**

Strong knowledge of the provisions, implementing regulations and interpretations of relevant federal statutes, especially CDBG. Must possess knowledge of financial management and procurement guidelines and procedures. Considerable knowledge of program management methods as they relate to developing policies, procedures and budgets; and experience planning, directing, supervising and evaluating the work of a professional staff. Demonstrated ability to communicate effectively both orally and in writing; to effectively manage multiple priorities and work in a team environment; to design and conduct training workshops, and make technical presentations; to use PC and appropriate software applications to manage and report program data. Graduation from a college or university with a degree in Public Administration, Urban or Regional Planning, or related degree. Progressive experience in the CDBG program is preferred. Valid driver's license required.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY FEBRUARY 16, 2007, 5:00 p.m., EST.***

***For additional information contact our Human Resource Office, at (804) 371-7000***  
***An Equal Opportunity Employer***